



# WILD HORSE AND BURRO ONLINE CORRAL PUBLIC USER GUIDE

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United States Department of the Interior Bureau of Land Management National Operations center division of irm support services National applications Denver Federal Center Denver, Colorado 80225-0047

#### **Table of Contents**

1	WELCOME	1	
2	OVERVIEW	2	
3	CREATING AN ONLINE CORRAL PROFILE		
4	MANAGING AN ACCOUNT.  4.1 Manage Profile.  4.2 Auction History.  4.3 Documents  4.4 Favorites.	5 6 6	
	4.5 Log-Off		
5	COMPLETING AND SUBMITTING AN APPLICATION	8	
6	SEARCHING FOR AN ANIMAL  6.1 Animal Search  6.2 Purchase Method  6.3 Location  6.4 Saved Search	13 14 14	
<b>7</b> 7.1.1 7.1.2	BIDDING OR BUYING A FIXED PRICE  7.1 Auction	16 17 19	
	<ul><li>7.4 Bid Cancellation</li><li>7.5 Bidding Integrity</li></ul>		
8	FINALIZING ADOPTION OR PURCHASE	19	
9	PASS ON AN ANIMAL	21	
10	SELECTING PICKUP LOCATION	22	
11	ADOPTION INCENTIVE PROGRAM	24	
12	PAY ADOPTION OR PURCHASE FEES	24	
13	FINALIZING DOCUMENTS	28	

### 1 WELCOME

Thank you for visiting the Online Corral! The Online Corral is geared toward increasing the number of wild horses and burros placed into private care each year. The website replaced a 15-year- old system, the Online Corral has a streamlined interface that enables you to find your desired wild horse or burro more easily, including animal gallery filtering features and an

interactive web map. In addition, you can submit and track the status of their applications directly through the website.

#### 2 OVERVIEW

Qualified adopters must meet standard requirements for owning and caring for a wild horse and burro, including specific facility parameters and shelters to ensure the safety and health of the animals. In general, when adopting or purchasing an animal at an internet event, prospective adopters or purchasers should follow the steps outlined below.

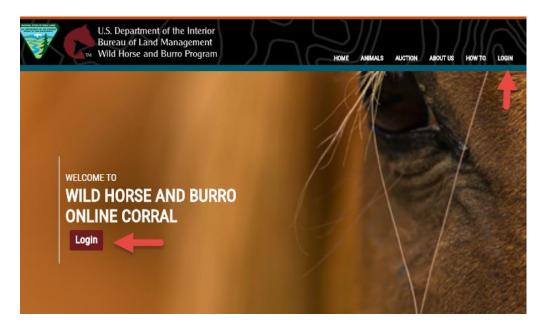
- 1. Apply: Create an Online Corral Profile, complete an application, and submit it for review.
- 2. Bid: Once the BLM approves your application, you are eligible to adopt or purchase your very own wild horse or burro. You may bid on the number of animals you are approved to adopt or purchase. The individual animal page from the gallery will display purchase methods and the current bid information. You can increase the current bid from \$5 to \$250 with each new bid. You may raise your own bid at any time. Proxy bidding allows the system to bid for you. Proxy bidding will automatically raise your bid (by \$5) up to your maximum, every time your high bid is challenged. Bidders can raise their maximum bid throughout the bidding process.
- 3. Finalize: Submit payment, select your preferred pick-up option, and finalize all Private Care and Maintenance Agreements or Bills of Sales within four calendar days.
- 4. Pick up: Pick up of your newly adopted or purchased wild horse or burro directly from the off-range corral or a satellite event. Bring a valid photo identification card, such as a driver's license to the event. You do NOT have to accept the animal if the animal does not meet your expectations. There is no penalty for not taking the animal. If you decline the animal in person, you may request a credit towards a future adoption. The BLM will load your animal into an approved trailer, please bring a halter if you wish to have your animal haltered prior to bringing them home.
- 5. Bring Home your Wild Horses and Burros: Unload your animal directly into your corral and shelter. Give your horse or burro time to adjust and become accustomed to their new surroundings. Call 1-800-370-3936 or email blm\_es\_inet\_adoption@blm.gov with any questions or for assistance.

### 3 CREATING AN ONLINE CORRAL PROFILE

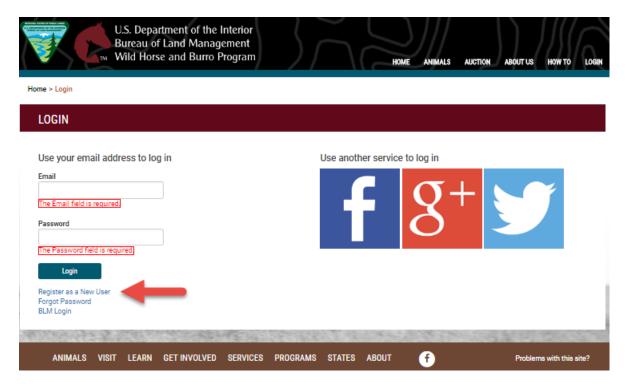
Please utilize the Google Chrome web browser to access the Online Corral for the best user experience and access to all the Online Corral features.

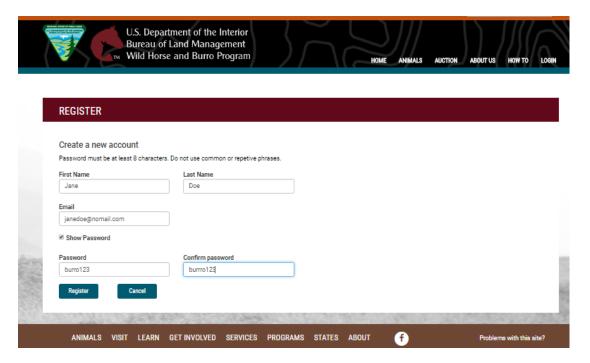
https://wildhorsesonline.blm.gov/

Click "Login" on the homepage



Click "Register as a New User"





All fields are required to create an account.

Create a password - must be at least eight characters. Do not use common or repetitive phrases.

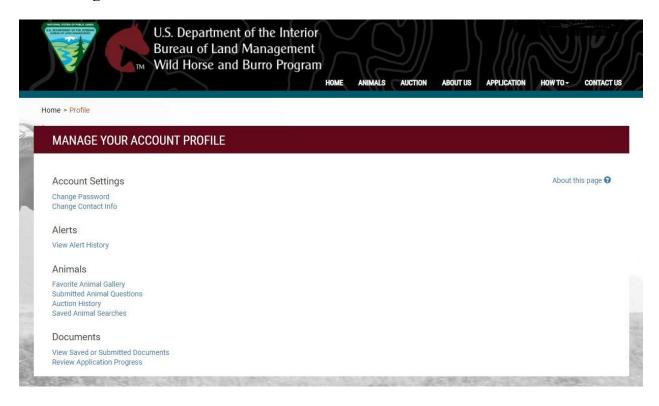
Once all fields are completed and you click the "Register" button, you will see a message: "An email has been sent to confirm your account. Please follow the instructions in the email to log in." Please check your email, including junk or spam folders, the confirmation email contains a link that is valid for 24 hours. If this link has expired, you can reset your password using the "Forgot Password" button on the log-in page.

### 4 MANAGING AN ACCOUNT



In the upper right of the screen will show the username with a down arrow. Click on the down arrow and a menu will display:

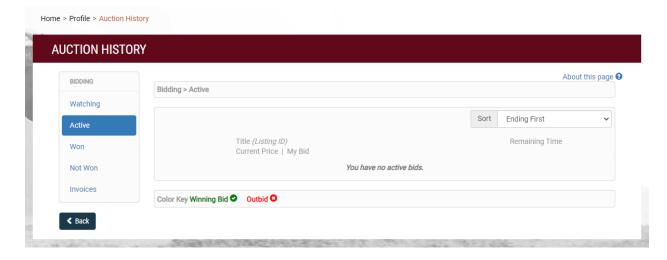
#### 4.1 Manage Profile



- 1. Account Settings "Change Password" and "Change Contact Information"
- 2. Alerts "View Alert History"

- 3. Animals View "Favorite Animal Gallery", "Submitted Animal Questions", "Auction History", and "Saved Animal Searches"
- 4. Documents "View Saved and Submitted Documents" (Application, Private Maintenance and Care Agreements, and/or Bills of Sale), "Review Application Progress" timeline

#### **4.2** Auction History

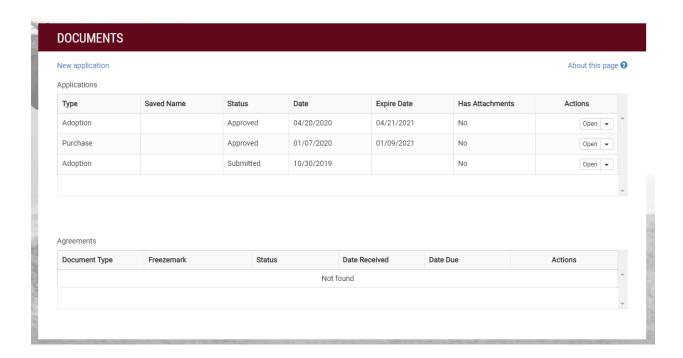


Auction History allows you to view animals that you are:

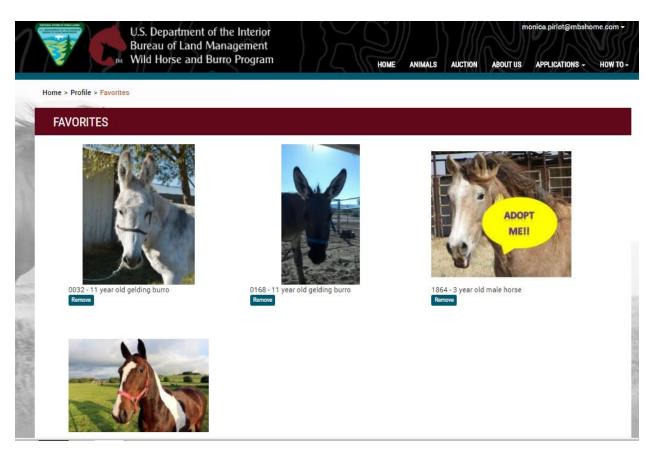
- Watching
- Active-currently bidding on
- Won-you were the high bidder at the end of the event
- Not Won-you actively bid on, but were not the high bidder at the end of the event
- Invoices

#### 4.3 Documents

The documents page includes two tables that show all the applications you have submitted or saved. The second table includes all Private Maintenance and Care Agreements and Bills of Sale. You can also submit a "New application" using the link above the Applications table.



#### 4.4 Favorites



Using the Drop down – select favorites – you can see all favorites you have selected.

You can make an animal a favorite by clicking on their individual animal page and selecting favorite at the top of the animal detail page.

#### 4.5 Log-Off

This will Log you out of your profile and take you back to the main log-in page.

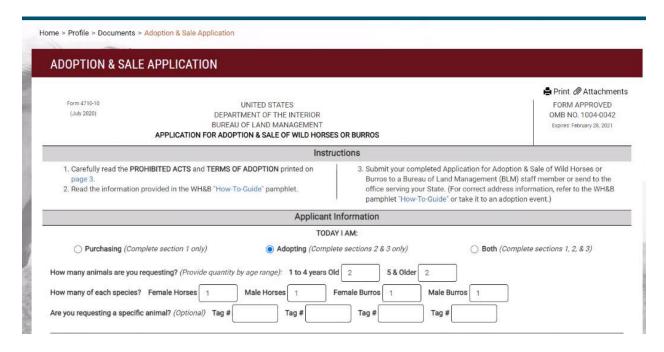
### 5 COMPLETING AND SUBMITTING AN APPLICATION

You must first log in to the website to view the application tab.

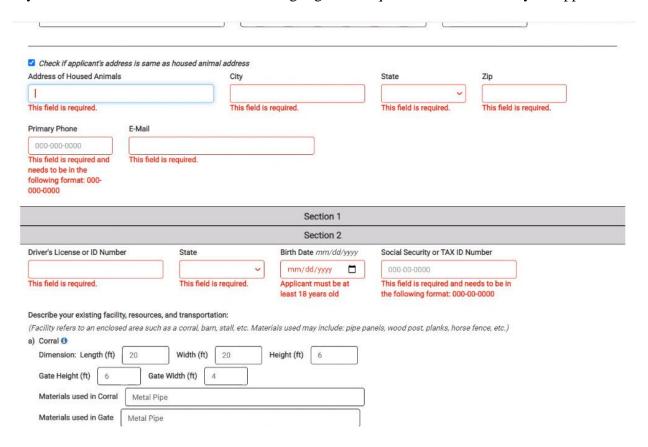


You must fill out the application in full – all fields are required unless otherwise stated.

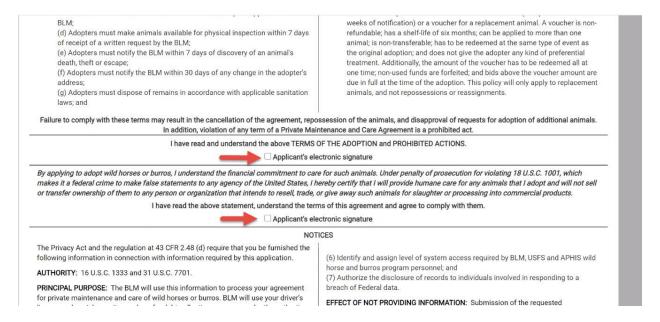
- "Print" you can print a copy of your application.
- "Attachments" you can add a photo of your corral, shelter or trailer or add other documents to complete your application.



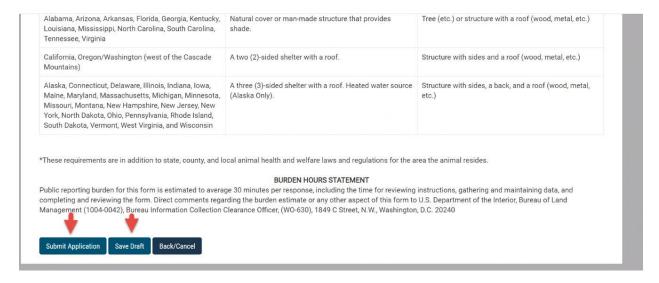
If you miss a field the Online Corral will highlight the required fields to submit your application.



Once the application has been filled out – you will electronically sign the document and submit it for review.



- "Save Draft" this will save the application from your last entry under your account profile for you to complete later without losing information.
- "Submit Application" this will send the document to the Bureau of Land Management Online Corral administrators to review you can view its progress under Manage Profile > "Review Application Progress."



You can review your application status at any time by selecting the Review Application Progress link under your Documents section.

Home > Profile

#### MANAGE YOUR ACCOUNT PROFILE

#### **Account Settings**

Change Password Change Contact Info

#### **Animals**

Favorite Animal Gallery Submitted Animal Questions Auction History Saved Animal Searches

#### **Documents**

View Saved or Submitted Documents
Review Application Progress

Home > Manage Profile > Application Timeline

#### **APPLICATION TIMELINE**

Adoption/Sale application submitted on 12/31/2020

We are reviewing applications in the order they are received, and you are application number 2 out of 2. Thank you for your interest in the wild horses and burros!

Received

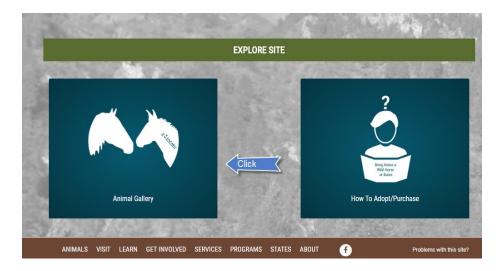
In Review

Approved

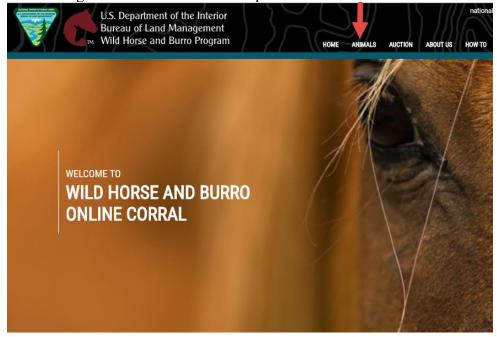
### 6 SEARCHING FOR AN ANIMAL

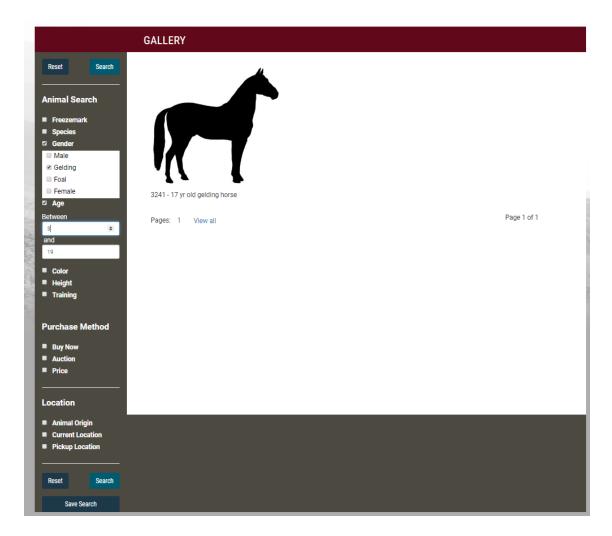
You can search for animals at any time, to bid or purchase an animal you will **log in, fill out an application and receive approval** to adopt or purchase.

You can view the animal gallery by either selecting the Animal Gallery button on the homepage:



Or selecting the Animals link on the top main menu.





This page is used to search for available animals to adopt or purchase. Search facets will only display the information related to the animals published on the Online Corral.

There are three ways in which the search can be filtered. Multiple search criteria checkboxes can be selected at the same time to narrow down the search. Once you have selected all desired facets you must click the "Search" button to filter the gallery view. The "Reset" button will remove all facet selections. There are two buttons "Back" and "Next" that will page through the filtered animal listings.

#### 6.1 Animal Search

- **Freezemark** You can input a minimum of 4 digits of the animal freezemark.
- **Species** Select from one of two choices, Horses or Burros.
- **Gender** Select from multiple choices: Female, Gelding and Male.
- **Age** Select from a range of ages. Add the minimum age in the top field and your maximum age in the bottom field.
- Color –Select as many colors as you wish from the dropdown menu.

- **Height** Select a range of heights from 10 hands to 20 Hands. Add your minimum height number in the top field and the maximum height in the bottom field.
- Training Select from four choices, Halter, Saddle, Untrained or Incomplete.
- **Disposition** Select animals that are Eligible for Adoption or Eligible for Sale.

Eligible or Adoption-Qualified adopters must meet standard requirements for owning and caring for a wild horse and burro, including specific facility parameters to ensure the safety and health of the animals. Adopting an animal means the wild horse or burro belongs to the federal government until the BLM issues you a Certificate of Title. After you have had the adopted animal for one year, the BLM will send you a Title Eligibility Letter. You must obtain a signed statement from a qualified person (such as a veterinarian, county extension agent, or humane official) verifying that you have provided humane care and treatment for your adopted animal. Once you sign and return the Title Eligibility Letter, the BLM will mail the Certificate of Title to you. After you receive the Certificate of Title, the animal becomes your private property.

**Eligible for Sale-**Wild horses and burros more than 10 years old – as well as younger animals that have been offered for adoption at least three times – are eligible for sale. Purchasing a wild horse or burro means that ownership of the animal passes immediately from the federal government to the buyer.

• **Video** – Select animals that have videos published to their individual animal pages.

#### **6.2 Purchase Method**

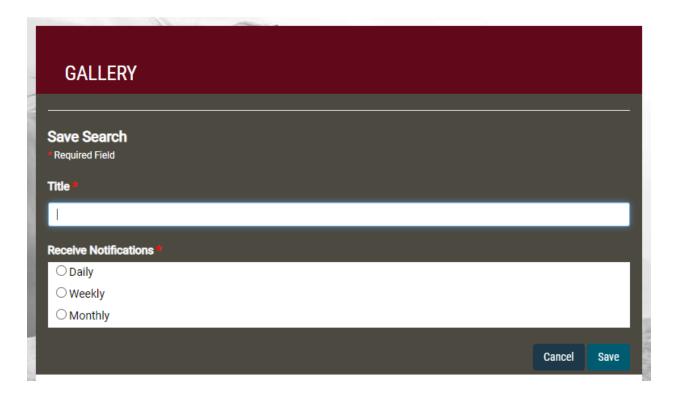
- **Buy Now** See all animals being sold at a fixed price.
- **Auction** See all animals currently listed in an auction.
- **Price** You can set your min price and max price this will give you all animals currently listed in that price range.

#### **6.3** Location

- **Animal Origin** A dropdown will appear with multiple herd management areas and offrange locations. You can select as many choices as desired to filter.
- **Current Location** A dropdown will appear with locations where available animals are currently located. You can select as many choices as desired to filter.
- **Pickup by Zip Code** See a field to add a valid zip code. Next you will have to select 50 miles, 100 miles, 250 miles or 500 miles for distance from that zip code.
- **Pickup Location List** See a list with available pickup locations. You can select as many choices as desired.

#### **6.4 Saved Search**

This feature will only show for logged in users - Will save the facets selected to run the same search at a future time, you will receive an email notification with animals matching your search criteria.

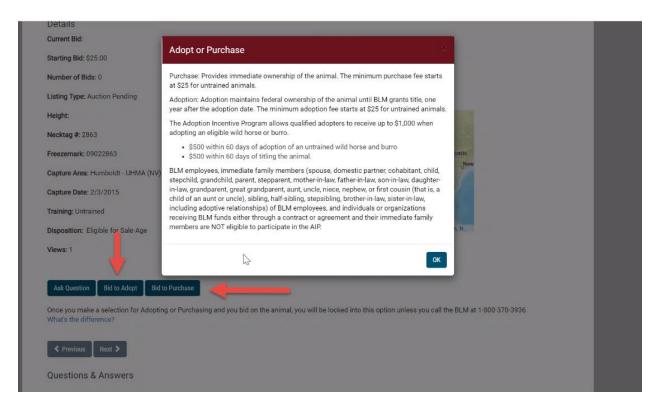


### 7 BIDDING OR BUYING A FIXED PRICE

You will only be able to bid to purchase or bid to adopt based on your approved and current applications and the animal's disposition, whether they are sale eligible or only eligible for adoption.

#### 7.1 Auction

The animal can be bid on by many interested parties until the auction ends. The Bid to Adopt or Bid to Purchase buttons will be visible depending upon the animal's disposition.



There are 2 types of listings:

#### 7.1.1 Bid to Adopt

Qualified adopters must meet standard requirements for owning and caring for a wild horse and burro, including specific facility parameters to ensure the safety and health of the animals. Adopting an animal means the wild horse or burro belongs to the federal government until the BLM issues you a Certificate of Title. After you have had the adopted animal for one year, the BLM will send you a Title Eligibility Letter. You must obtain a signed statement from a qualified person (such as a veterinarian, county extension agent, or humane official) verifying that you have provided humane care and treatment for your adopted animal. Once you sign and

return the Title Eligibility Letter, the BLM will mail the Certificate of Title to you. After you receive the Certificate of Title, the animal becomes your private property.

#### 7.1.2 Bid to Purchase

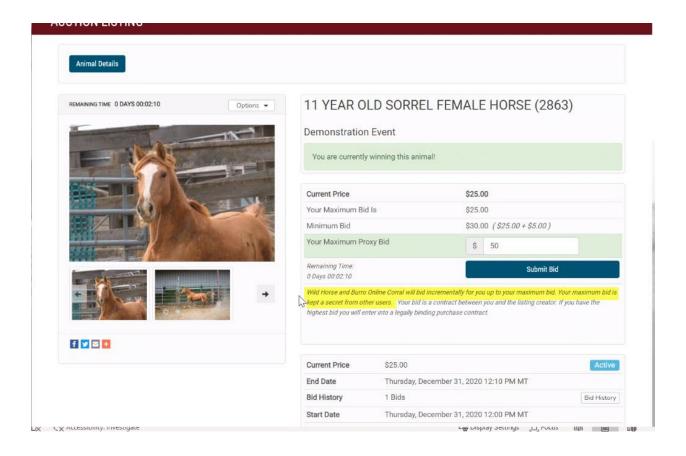
Bid to purchase will only be available on wild horses and burros more than 10 years old – as well as younger animals that have been offered for adoption at least three times. Purchasing a wild horse or burro means that ownership of the animal passes immediately from the federal government to the buyer.

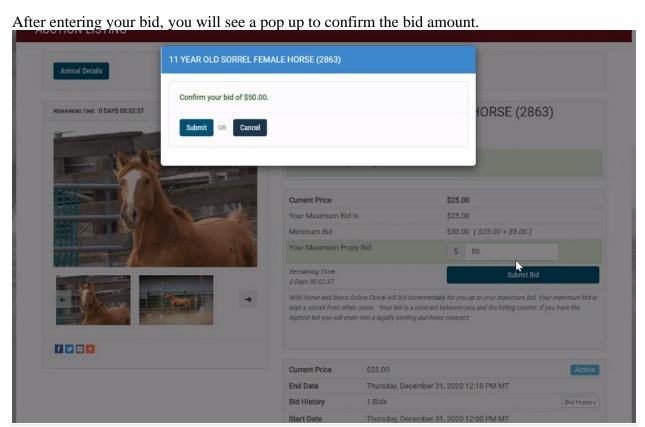
The Online Corral will notify you if you are not eligible to bid on the animal you have selected.



#### 7.2 Proxy Bid

You can *proxy bid* on any auction – this means you can set a high bid for an animal and the system will continue to bid in \$5.00 increments on your behalf until your high bid amount is reached. For example – an animal is currently showing a bid amount of \$200.00 and you set your high bid to bid \$300.00. Your new bid will show \$205.00. If another user decides to bid \$250.00, your proxy bid will show \$255.00. The proxy bid will continue until it reaches the \$300.00 limit.





#### 7.3 Fixed Price

The animal is listed at one price and there is no bidding – whoever selects the Buy Now option will need to pay in full the listed fixed price.

#### 7.4 Bid Cancellation

To cancel a bid, email <u>blm es inet adoption@blm.gov</u>, with your username and the animal's freezemark. The Online Corral administrators will cancel your bid and you will then be able to bid on other animals.

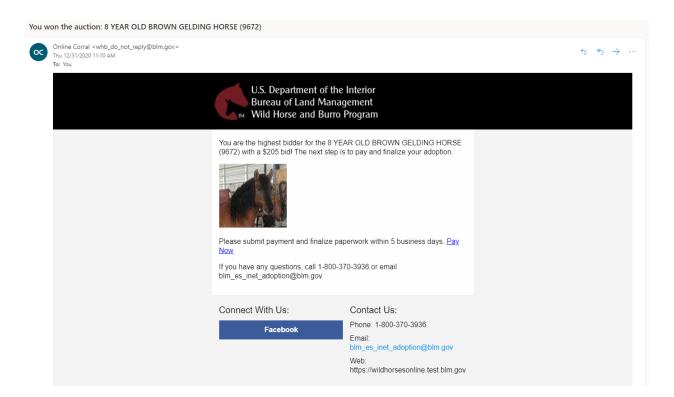
#### 7.5 Bidding Integrity

Users found placing bids on animals with the intent to artificially increase their price or desirability will be subject to a range of actions, including limits on your bidding privileges and suspension of your Online Corral account.

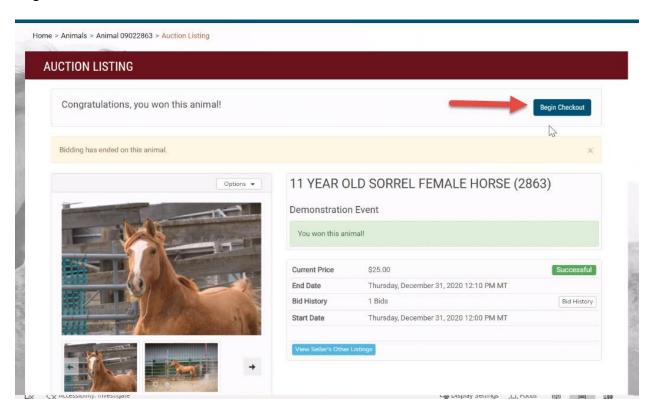
#### 8 FINALIZING ADOPTION OR PURCHASE

At the end of the auction the Online Corral will notify you if you are the high bidder. The email notification contains a link that starts your checkout process. You must select your pickup location, pay for the animal, and electronically sign the Private Maintenance and Care Agreement or Bill of Sale within four calendar days to finalize the adoption or purchase of your wild horse or burro.

You may elect to pass on the animal if you are unable to proceed with the adoption or purchase.

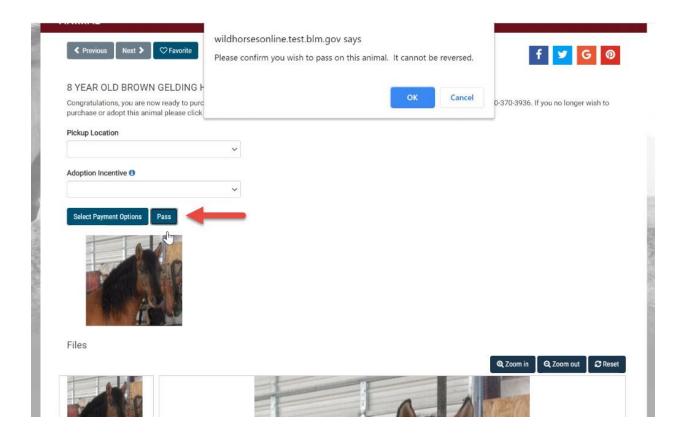


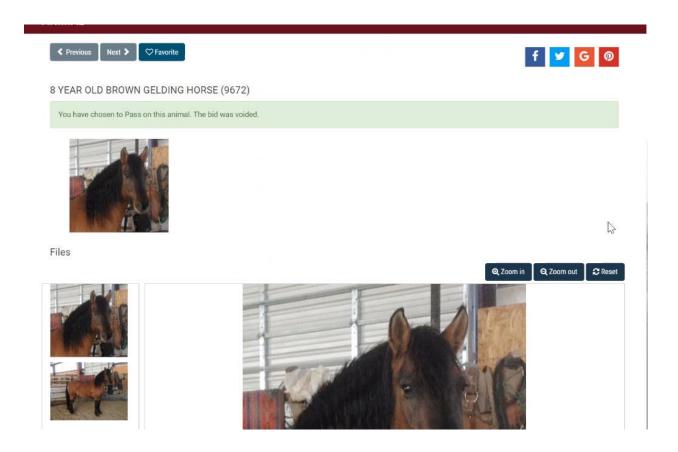
You can also begin the checkout process by navigating to the animal's listing and select the Begin Checkout button.



### 9 PASS ON AN ANIMAL

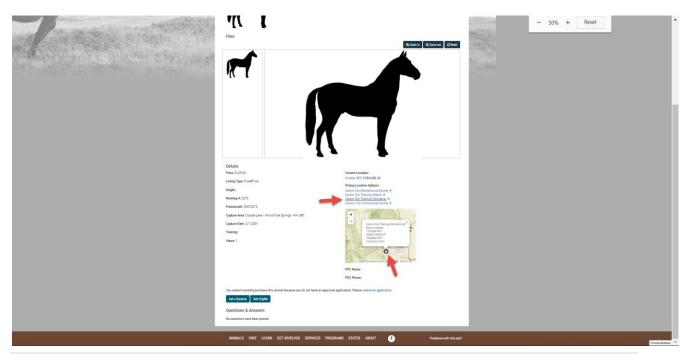
You may elect to pass on the animal if you are unable to proceed with the adoption or purchase. To pass on the animal select the pass button and confirm the pass in the popup. Electing to pass on an animal cannot be reversed.



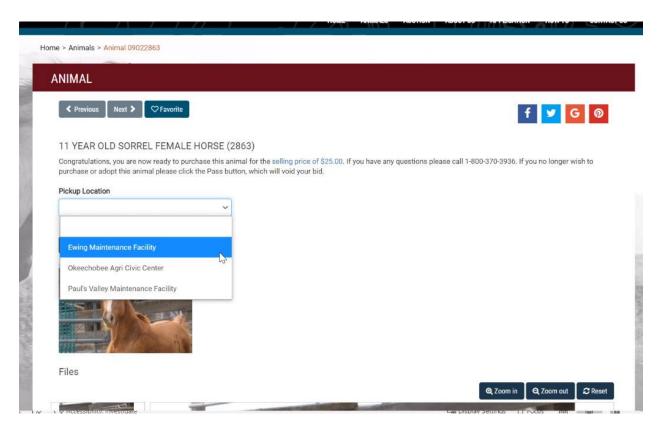


### 10 SELECTING PICKUP LOCATION

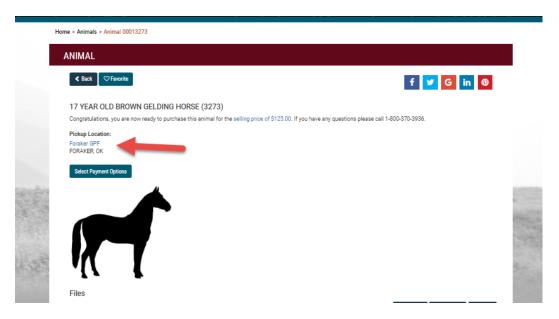
On the animal detail page, you will be able to see the possible pickup locations:



After you have won an animal – you will be asked to select one of these locations to pick up your animal.

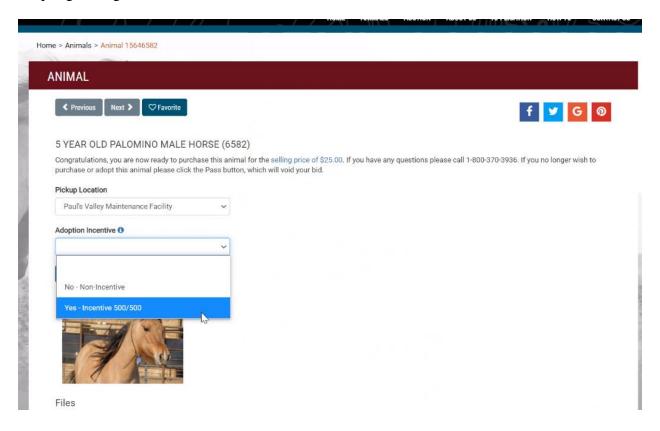


For a "Buy Now" animal the pickup location is the same as the Current Location of the Animal.



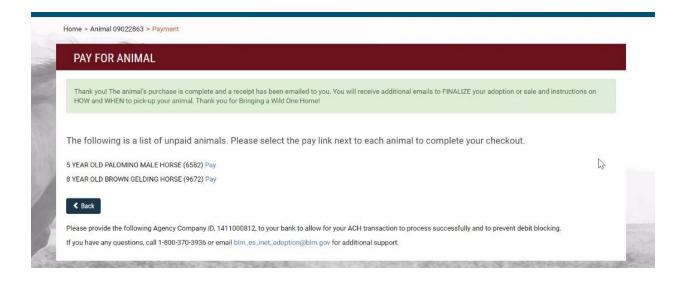
### 11 ADOPTION INCENTIVE PROGRAM

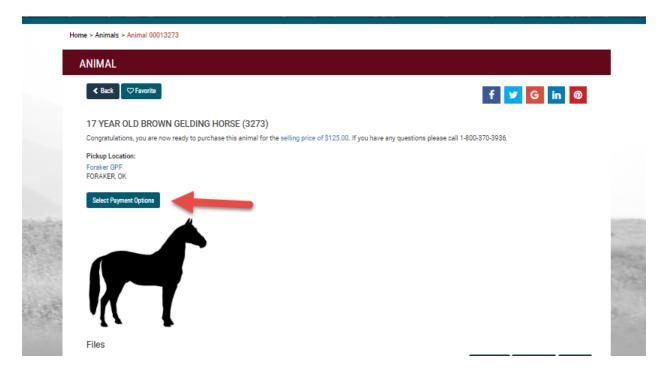
The Adoption Incentive Program allows qualified adopters to receive up to \$1,000 when adopting an eligible wild horse or burro.



### 12 PAY ADOPTION OR PURCHASE FEES

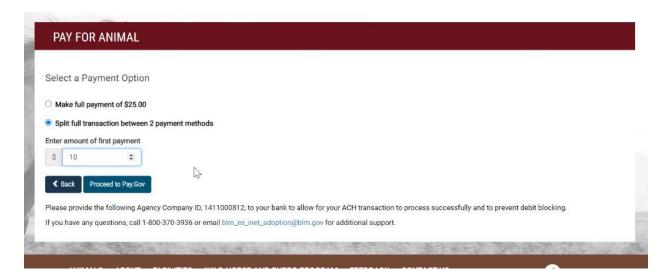
Once you have won an auction animal or decided to Buy Now – the next process is to checkout and pay the fees associated with adopting or purchasing the selected animal.





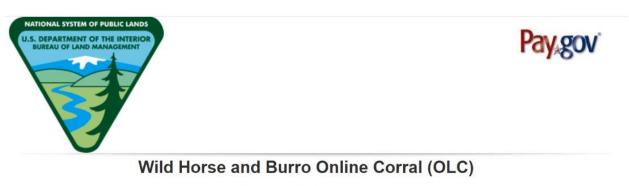
You can split the **full** payment amount between 2 payment methods – for example:

- 2 credit cards
- 1 credit card and 1Electronic Funds Transfer (EFT)
- 2 EFTs



You will be redirected to Pay.gov where you will complete your payment process.

Select your payment method.



Please select a payment method:

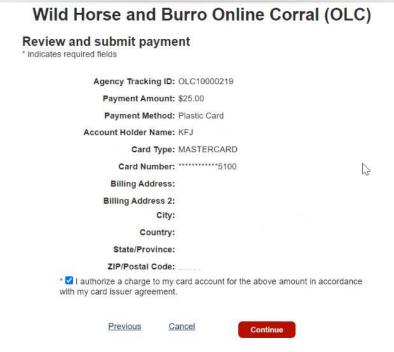


### Wild Horse and Burro Online Corral (OLC)

## Please provide the Credit or Debit Card Information below \* indicates required fields

Agency Tracking ID:	OLC10000219
Payment Amount:	\$25.00
* Country:	United States
* Billing Address:	
Billing Address 2:	
* City:	
* State/Province:	
* ZIP/Postal Code:	
* Account Holder Name:	
VISA COLO	AMEX DISCHER DESCRIPTION
* Card Number:	
* Expiration Date:	
* Card Security Code:	
<u>Previous</u> Ca	Continue

Review and submit your payment information to authorize the transaction.

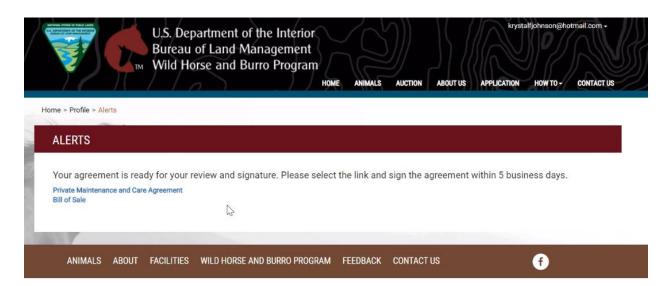


The adoption and purchase fees must be paid in full immediately at the end of an event, regardless of the payment method chosen.

### 13 FINALIZING DOCUMENTS

Once you have paid for your animal in full, a representative from the Bureau of Land Management will electronically send you a Private Maintenance and Care Agreement or Bill of Sale to complete and sign.

You will receive an email notification when this form has been sent to you. You can also find the form when you first log in and the alert is displayed as well as in your documents management section under "Manage Profile" – View Saved or Submitted Documents.





Home > Profile

#### MANAGE YOUR ACCOUNT PROFILE

#### **Account Settings**

Change Password Change Contact Info

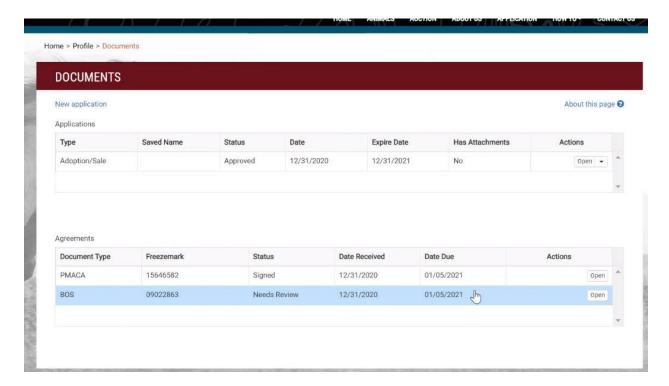
#### Animals

Favorite Animal Gallery Submitted Animal Questions Auction History Saved Animal Searches

#### Documents

View Saved or Submitted Documents
Review Application Progress





Once you have completed all the Online Corral steps you will receive an email with pickup location specifics, it generally takes 10-14 days to complete all the Online Corral steps for all event participants once the bidding ends.

Pick up of your newly adopted or purchased wild horse or burro directly from the off-range corral or a satellite event. Bring a valid photo identification card, such as a driver's license to the event. You do NOT have to accept the animal if the animal does not meet your expectations. There is no penalty for not taking the animal. If you decline the animal in person, you may request a credit towards a future adoption.

The BLM will load your animal into an approved trailer, please bring a halter if you wish to have your animal haltered prior to bringing them home.

Unload your animal directly into your corral and shelter. Give your horse or burro time to adjust and become accustomed to their new surroundings. Please review the <u>Care and Feed Guide</u> created by the Bureau of Land Management (BLM) Wild Horse and Burro Program as a resource for adopters and purchasers who have taken home a wild horse and/or burro.

For any additional questions please contact BLM at 1-800-370-3936 or blm\_es\_inet\_adoption@blm.gov

Enjoy and we hope you have a wonderful experience! Thank you for your interest in the wild horses and burros!